

## § 302-7.101

shipped divided by 100 (within the 18,000 maximum limitation) by the applicable rate per one-hundred pounds for the distance transported. This includes, but is not limited to packing/unpacking, crating/uncrating, drayage, weighing, pickup/delivery, line-haul, accessorial charges, and temporary storage charges, including but not limited to handling in/out, etc. However, your reimbursement may not fully cover your total out-of-pocket expenses. In determining the distance shipped you may use the Household Goods Carriers Mileage Guide (issued by the Household Goods Carriers' Bureau, 1611 Duke Street, Alexandria, VA 22314-3482), tariffs filed with GSA travel management centers, or any other mileage guide authorized by your agency. If the exact mileage is not shown, the next higher mileage distance applies. If there is a minimum weight charge above the actual weight under applicable tariffs, reimbursement will be based on the minimum weight charge instead of the actual weight.

### **§ 302-7.101 Where can the commuted rate schedules for the transportation of HHG, and temporary storage be found?**

The charges for the line-haul transportation, packing, crating, unpacking, drayage incident to transportation, and other accessorial charges for HHG, and temporary storage can be found in the Household Goods Carrier Bureau tariff (issued by the Household Goods Carriers' Bureau, 1611 Duke Street, Alexandria, VA 22314-3482) or by contacting the GSA travel management center or the appropriate office designated in your agency.

### **§ 302-7.102 How is the mileage distance determined under the commuted rate method?**

To determine the distance from the authorized origin to the authorized destination, the Household Goods Carriers Standard Mileage Guide, or a standard road atlas issued by The Household Goods Carrier's Bureau, or any other mileage guide authorized by your agency.

NOTE TO §§ 302-7.100 AND 302-7.102: Any substantial deviation from the distances shown

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in the authorized mileage guides must be explained on the travel claim.

### **§ 302-7.103 How are the charges calculated when a carrier charges a minimum weight, but the actual weight of HHG, PBP&E and temporary storage is less than the minimum weight charged?**

Charges for HHG, PBP&E and temporary storage are calculated based on the minimum weight charged by the carrier, but not to exceed 18,000 pounds.

### **§ 302-7.104 What documentation must be provided for reimbursement?**

When claiming reimbursement under the commuted rate, you must provide:

(a) A receipted copy of the bill of lading (reproduced copies are acceptable) including any attached weight certificate copies if issued; or

(b) Other evidence showing points of origin and destination and the weight of your HHG, if no bill of lading was issued, or

(c) If a commercial HHG carrier is not used, you are responsible for establishing the weight of the HHG, and temporary storage by obtaining proper certified weight certificates. Certified weight certificates include the gross and tare weights. This is required because payment at commuted rates on the basis of constructive weight usually is not possible.

### **§ 302-7.105 May an advance of funds be authorized for transporting HHG and temporary storage?**

An advance of funds may be authorized when the transportation of HHG and temporary storage is authorized under the commuted rate method.

### **§ 302-7.106 What documentation is required to receive an advance under the commuted rate method?**

To receive an advance under the commuted rate method, you must provide a copy of an estimate of costs from a commercial HHG carrier or a written statement that includes:

(a) Origin and destination;

(b) A signed copy of a commercial bill of lading annotated with actual weight (or other evidence of actual weight) or a reasonable estimate acceptable to your agency; and

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(c) Anticipated temporary storage period (not to exceed 90 days) at Government expense.

### **§ 302-7.107 May my HHG be temporarily stored at Government expense?**

Yes, HHG may be stored at Government expense incident to the transporting of such goods either at the HHG carrier storage facility or a self storage facility. Storage may be at any combination of origin, en route locations or destination.

### **§ 302-7.108 What temporary storage expenses will be reimbursed?**

The following will be reimbursed:

(a) Reimbursable temporary storage cost incident to storage at the HHG carriers facility are:

- (1) Handling in;
- (2) Daily storage;
- (3) Handling out; and
- (4) Drayage to residence.

(b) Reimbursable cost of storage at a self storage facility. This is the cost of the storage space that will reasonably accommodate the HHG transported.

### **§ 302-7.109 Are receipts required?**

Yes, under the commuted rate system, a receipted copy of the warehouse or other bill for storage is required to support reimbursement.

### **§ 302-7.110 Is there a reimbursement limit?**

Yes, reimbursement must not exceed the rates published in the Nationwide Household Goods Commercial Relocation Tariff (issued by the Household Goods Carriers' Bureau, 1611 Duke Street, Alexandria, VA 22314-3482), supplements thereto and reissues thereof.

## **Subpart C—Actual Expense Method**

### **§ 302-7.200 How are charges paid and who makes the arrangements for transporting HHG, PBP&E and temporary storage under the actual expense method?**

Your agency is responsible for making all the necessary arrangements for transporting HHG, PBP&E, and temporary storage, including but not limited to packing/unpacking, crating/un-

crating, pickup/delivery, weighing, line-haul, etc., under the actual expense method. Your agency will issue a Bill of Lading or any other shipping document with all charges billed directly to the agency. Any cost or weight in excess of 18,000 pounds will be at your expense. If the shipment exceeds the maximum weight prescribed in § 302-7.2, the Government will pay the total charges and the employee will reimburse the Government for the cost of transportation and other charges applicable to the excess weight.

[FTR Amdt. 98, 66 FR 58196, Nov. 20, 2001, as amended by FTR Amdt. 108, 67 FR 57969, Sept. 13, 2002]

### **§ 302-7.201 Is temporary storage in excess of authorized limits and excess valuation of goods and services payable at Government expense?**

No, charges for excess weight, valuation above the minimum amount, and services obtained at higher costs must be borne by the employee in the same manner as he/she is responsible for excess transportation costs.

## **Subpart D—Agency Responsibilities**

EFFECTIVE DATE NOTE: By FTR Amdt. 2011-01, 76 FR 18340 and 18341, Apr. 1, 2011, in part 302-7, subpart D, consisting of §§ 302-7.300 through 302-7.304, was redesignated as new subpart E, consisting of §§ 302-7.400 through 302-7.404, and revised, and a new subpart D, consisting of §§ 302-7.300 through 302-7.305, was added, effective Aug. 1, 2011. For the convenience of the user, the added and revised text is set forth following the text currently in effect.

NOTE TO SUBPART D: Use of pronouns "we", "you", and their variants throughout this subpart refers to the agency.

### **§ 302-7.300 What policies and procedures must we establish for this part?**

You must establish policies and procedures as required for this part, including who will:

- (a) Administer your household goods program;
- (b) Authorize PBP&E to be transported as an agency administrative expense;
- (c) Authorize temporary storage in excess of the initial 90-day limit;